



**JOB TITLE**

**General Custodian**

**JOB SUMMARY**

Under the supervision of the Executive Director or designee, the General Custodian cleans and maintains the building and keeps the grounds clean and assists school personnel with work requests.

**ESSENTIAL JOB FUNCTIONS**

- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stock restrooms.
- Dusts and removes spider webs.
- Ensure doors are locked after hours.
- Clean up spills with appropriate equipment.
- Perform minor repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Does emergency cleaning as needed (e.g., blood, vomit, burst water pipes).
- Maintains custodial equipment.
- Assembles furniture.
- Cares for the grounds by picking up trash and other debris when necessary.
- Assists in the setup of equipment for meetings or classes as needed and cleans up afterwards.
- Cleans up spills.
- On call for emergencies or large deliveries.

**MINIMUM REQUIREMENTS**

Criminal background check required.

**PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**APPLICATION DEADLINE:** October 13, 2021, or Until Filled

**TO APPLY:**

Submit current resume' to the following address or email to: [hayward.cordy@oconeeresas.org](mailto:hayward.cordy@oconeeresas.org)  
Dr. Hayward Cordy, Executive Director  
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